



Staff Report

ANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR: STEP TWO – RANKING THE PROJECTS

Honorable Mayor and Council Members:

Summary

- On February 8, Council reviewed the list of current, below the line, suspended and new projects.
- On February 22, Council reviewed the list and discussed how best to move the Priority Calendar process forward in a way that recognizes the limitations associated with the capacity of the City's current staffing level.
- On March 8, Council should review the current list, vote to remove or suspend any current, below the line or new projects that are not a priority for further study, and rank their top 5 remaining current, suspended and new projects by Department.
- On March 22, on the Consent agenda, Council will have the option of approving the annual 2011-12 Priority Calendar.

Staff is suggesting that Council look at each Department individually; to determine what current projects they are working on, how long those projects have been on the Priority Calendar, and if the current projects are still relevant. Staff will then utilize the Priority Calendar when developing the budget for next fiscal year. During the budget process the departments will identify the projects that they will be able to accomplish, given the capacity of staff and any potential additional needs will be identified.

Current/Active Projects

- Community Development has seven current/active projects
- Finance has two current/active projects
- Public Works has five current/active projects
- Parks and Recreation has seven current/active projects

Below the Line and Suspended Projects

- Community Development has 13 below the line and suspended projects (please note that 3 projects that were listed in the earlier calendar were combined into 1 project per Council's request)
- Finance has one suspended project
- Public Works has two suspended projects

- Parks and Recreation has three below the line and suspended projects

New Projects

- Community Development has three new projects
 - Construction Demolition/Recycling – Source GAC
 - Ordinance Regulating Large Family Daycare Regulations – Source Council
 - Outdoor Water Use Efficiency – Source GAC
- City Attorney has one new project
 - Prohibition of Distribution of Plastic and Single Use Bags – Source GAC
(Other Ordinances were prioritized at the Council Workshop in January 2009).
- City Manager has one new project
 - Sustainability Objectives – Source GAC and Council
- Finance has three new projects
 - Evaluate Employee Compensation Model – Source Finance Commission
 - Expansion of Finance Commission Charter – Source Finance Commission
 - Evaluate Economic Impact of High Speed Rail – Source Finance Commission
- Public Works has three new projects
 - Share the Roads Policy (including “Complete Streets” addition) – Source Council and GAC
 - Storm and Surface Water Drainage Utility Regulations – Source Staff
 - Sewer Lateral – Source Council
- Parks and Recreation has seven new projects
 - Barrett Community Center Planning – Source P&R Commission
 - Bocce Ball Court in Twin Pines Park – Source P&R Commission
 - Address Issues with City Holiday Tree – Source P&R Commission
 - Establishment of Limited Hours for Dogs Off-Leash at Barrett – Source Council
 - Playground Improvements O'Donnell Park, Barrett CC – Source P&R Commission
 - Replace Bathroom at Alexander Park – Source P&R Commission
 - San Juan Canyon Open Space Planning – Source P&R Commission

Discussion, Changes and Clarification on issues since the February 8 Council Meeting

- Sewer Lateral project has been added to Public Works.
- Plastic/Single use plastic bag ban ordinance (from GAC) was discussed and changed to be a new project for the City Attorney.
- Share the Roads project has been updated to include “Complete Streets” issue from GAC
- Storm and Surface Water Drainage Regulations has moved from Community Development to Public Works.
- Sustainability Objectives has moved from Community Development to City Manager.
- Athletic Field Improvements (current Parks and Recreation project) has been amended to include researching the use of RDA funds.

The updated PDFs for all the projects above are included in Attachment B.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them (beyond staff resources) on the PDFs and the fiscal impact of the alternatives can be discussed when the individual item is brought back to Council for action as part of the budget process.

Recommendation

Staff recommends Council approve the priority setting process outlined below:

February 22 meeting

- Discussion or clarification of any current, below the line, suspended or new project.
- A majority vote is taken to remove or to modify any current, below the line, suspended or new project.
- Council will then rank their top 5 below the line, suspended and new items, by department.

Between February 22 and March 22

Before the March 22nd meeting, staff will review the Council-ranked list and, given existing budgets, staffing and workloads, create a 2011-12 Priority Calendar for Council approval.

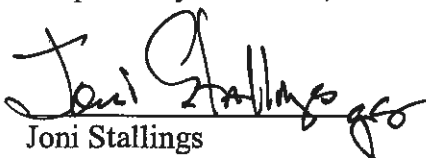
March 22 meeting

- Council will be able to see the rankings and the projects that are above the line for each department, then on the Consent Agenda, adopt the 2011-12 Priority Calendar.

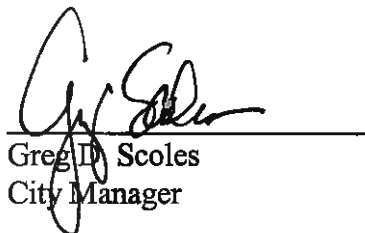
Attachments

- A. Updated Priority Calendar Summary List of Projects (Active/Current, Below the Line, Suspended and New Projects)
- B. Project Description Forms for projects that have been updated
- C. Council Priority Calendar Ranking Sheet (projects alphabetical by department, to be used as a worksheet for this meeting)

Respectfully submitted,



Joni Stallings
Executive Assistant to the City Manager



Greg D. Scoles
City Manager

Staff Contact:

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Attachment A

Updated Priority Calendar Summary List of Projects (Active/Current, Below the Line, Suspended and New Projects)

PRIORITY CALENDAR STATUS REPORT

Attachment A

Summary List of Priority Calendar Current, BTL, Suspended and New Projects

	A	B	D	E	F	H	I	J
	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Commission on Ranking</u>	<u>Status</u>
1								
2	Community Development							
3	CD	General Plan Update - An extensive, labor intensive, 3 year project, that will start with a community visioning process before undertaking a review and update of the General Plan (not including Belmont "Villages" Zoning and Housing Element)	PC	2,000	1,900	\$300,000		Current
4	CD	General Plan Update - Belmont "Villages" Zoning	Mandated	400	200	\$130,000		Current
5	CD	Parking In Front Yards/Circular Driveways	CC	175	50			Current
6	CD	Planning CalTrain Station / "Grand Blvd" - Plan for improvements to CalTrain station and El Camino Real in support of "Grand Boulevard" objectives	CC/PC	300	100	\$33,000		Current
7	CD	Residential Design Guidelines - Guidelines for new and remodeled residential projects, including hillside development issues. Hardscape & Lot Coverage Stds./ Landscape Requirements for Residential Development.	PC	75	65	\$0		Current
8	CD	San Juan Hills Property Acquisition	CC	500	475	\$250,000		Current
9	CD	Tree Ordinance - Revise tree ordinance, and consider establishing tree regulations in Zoning Ordinance	PC	100	50	\$20,000		Current
10	CD	Administrative Conditional Use Permits - Incorporation/Confirmation of 10% of site area landscape requirement	PC	60+		TBD	9	BTL
11	CD	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Preemptions on Zoning regulations	PC	75			10	BTL
12	CD	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	PC	125+			8	BTL
13	CD	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	PC	150+			1	BTL
14	CD	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	PC	125+			12	BTL
15	CD	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	PC	60+		TBD	15	BTL
16	CD	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	PC	150+			4	BTL
17	CD	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	PC	150+			17	BTL
18	CD	Harbor Industrial Area Annexation - Work with Council Subcommittee and HIA to develop annexation proposal & submit LAFCO annexation application	CC	700	450	\$150,000	13	Suspended 2010
19	CD	Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	PC	250	235	\$20,000	3	Suspended 2010
20	CD	Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	PC	200+	150	\$25,000	7	Suspended 2010

PRIORITY CALENDAR STATUS REPORT

Attachment A

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1	Dept	Project Title	Source	Total Hrs.	Remaining hrs.	Cost, not inc. staff	Commission Ranking	Status
21	CD	Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; Redefine Building Height Options; Revise Slope Calculations for Residential Property Development; and Establish Lot Coverage/Hardscape Limit/Permeable Driveway Surface Regulations	Staff	150	150	TBD	2	Suspended 2010
22	CD	Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	PC	100	100	TBD	11	Suspended 2010
23	CD	Construction Demolition/Recycling	GAC	150+	150+	TBD		New
24	CD	Ordinance Regulating Large Family Daycare Regulations	Council	100+	100+	TBD	14	New
25	CD	Outdoor Water Use Efficiency	GAC	175+	175+	TBD		New
26	City Attorney							
27	CA	Prohibition of Distribution of Plastic and Single Use Bags	GAC	200+	200+	TBD		New
28	City Manager							
29	CM	Sustainability Objectives	GAC	300+	300+	TBD		New
30	Finance							
31	FN	Belmont Fire Protection District Service Provision	Council	1,000		\$200,000		Current
32	FN	Targeted Economic Development Project - Identify and implement targeted economic development projects within the City	Staff	2,350	2,350	\$75,000		Current
33	FN	Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	PC	400	350	\$125,000		Suspended 2010
34	FN	Evaluate Employee Compensation Model	FC				2	New
35	FN	Expansion of Finance Commission Charter	FC				1	New
36	FN	Evaluate Economic Impact of High Speed Rail	FC	40	40		3	New
37	Public Works							
38	PW	101 Bike Pedestrian Bridge - Obtain funding; design and construct bridge over 101; includes other improvements between Old County Road and Highway 101 for Safe Routes to School	Council	4,000	100	\$1,400,000		Current
39	PW	High Speed Rail	CC	350	325			Current
40	PW	Old County Road Street Lighting - Develop program for review and replacement of street lighting standards	PC	300	200	\$35,000		Current
41	PW	Review all Traffic Policies - Review all City's traffic related policies to determine consistency with best practices.	PC	200				Current
42	PW	Updated Ralston Traffic Study - conduct a comprehensive traffic study and determine appropriate capital improvements to mitigate any traffic related problems.	PC	200		\$100,000		Current
43	PW	Creek Restoration - Develop program for restoration of city creeks	PC	100	100	\$150,000		Suspended 2010
44	PW	Ralston Avenue Street Lighting - Develop program for review and replacement of street lighting standards	PC	100	100			Suspended 2010
45	PW	Share the Roads Policy - Ralston to Alameda - Do a traffic study (wider sidewalks and roadway signage)	Council	300+	300+	\$15,000		New
46	PW	Storm & Surface Water Drainage Utility Regulations	Staff	100+	100+	TBD	16	New
47	PW	Sewer Laterals	Council			TBD		New

PRIORITY CALENDAR STATUS REPORT

Attachment A

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1	<u>Dept</u>	<u>Project Title</u>	<u>Source</u>	<u>Total Hrs.</u>	<u>Remaining hrs.</u>	<u>Cost, not inc. staff</u>	<u>Commission on Ranking</u>	<u>Status</u>
48	Parks and Recreation							
49	PR	Athletic Field Improvements - Sports Complex Synthetic Turf - Capital projects described in Athletic Field Master Plan updated in 2003. Plan identifies athletic field improvements to all fields managed by the P&R Dept.	PRC	500	300	\$2,300,000	4	Current
50	PR	Cipriani Dog Park Improvements - Design and construct improvements for the Dog Park.	PRC	200	100	\$50,000	2	Current
51	PR	Davey Glen Park Design and Development - Design & development of unimproved park site on Davey Glen Road, which might include picnic areas, playground equipment, benches, fencing and landscaping	PRC	200	100	\$450,000	1	Current
52	PR	Facilities Condition Management Assessment	Council	200	180		14	Current
53	PR	Solar Energy Policy - to consider implementation of solar energy projects and legislation that enhances solar energy use on public facilities.	CC	400	400	\$250,000	12	Current
54	PR	Trail Improvements - Review trail system, repair/improve existing trails, add new trails.	PRC	200	200	\$30,000	5	Current
55	PR	Tree Planting Program - Establish program for planting trees on City property and/or public right-of-way.	PRC	100	75	\$80,000	17	Current
56	PR	Non-Profit Belmont Parks Foundation - Create a non-profit Belmont Parks Foundation to fundraise and advocate for Parks improvements.	PRC	80	80	\$10,000	3	BTL
57	PR	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	Council	100	80	\$10,000	10	Suspended 2010
58	PR	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	PRC	400	400	\$50,000	8	Suspended 2010
59	PR	Barrett Community Center Planning	PRC	400	400	\$150,000	6	New
60	PR	Bocce Ball Court in Twin Pines Park	PRC	120	120	\$30,000	16	New
61	PR	City Holiday Tree Address issues	PRC	40	40	TBD	15	New
62	PR	Establishment of Limited Hours for Dogs Off-Leash at Barrett	Council	300	300	TBD	11	New
63	PR	Playground Improvements O'Donnell Park, Barret CC	PRC	80	80	\$30,000	9	New
64	PR	Replace Bathroom at Alexander Park	PRC	100	100	\$30,000	13	New
65	PR	San Juan Canyon Open Space Planning	PRC	300	300	\$100,000	7	New

Attachment B

**PDF's for projects that have been updated since the
February 8, 2011 Council Meeting**

PROJECT DESCRIPTION

City Attorney

Project: Plastic/Single-Use Bag Ban Ordinance
Source: GAC
Lead(s): City Attorney
Team: Planning, de Melo, GAC
Contractor(s): TBD

Proj. #: CA XX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose regulations regarding establishing a Plastic & Single-Use Paper Bag Ban Ordinance.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

200+

Milestones:

City Council

Due Date: **Actual:**

M01 Prepare issue paper
M02 City Council direction on options
M03 Prepare draft Zone Text Amendment language
M04 Planning Commission review and recommendation
M05 City Council review and adoption
M06 City Council second reading
M07 Ordinance effective
M08
M09
M10
M11

X

X

STATUS:

Comments:

New program - from GAC

PROJECT DESCRIPTION

City Manager

Project: Sustainability Objectives
Source: GAC
Lead(s): City Manager
Team: de Melo, GAC, Planning, Public Works, City Attorney
Contractor(s): TBD

Proj. #: CM XX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose Sustainability Objectives for the Updated Conservation Element of General Plan.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

300+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft General Plan Update Sections
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	General Plan Element effective
M08	
M09	
M10	
M11	

City Council

Due Date:	Actual:

STATUS:

Comments: New program - from GAC

PROJECT DESCRIPTION

Parks and Recreation

Project: Athletic Field Improvements- Sports Complex Synthetic Turf Design **Proj. #:** _____
Source: P & R Commission **Acct. #:** _____
Lead: P & R Director **Type:** _____
Team: P & R, CDD **Detailed Workplan**
Contractor(s): Landscape Architect or Engineer **Required:** _____

Description:

The proposed project includes the design of a synthetic turf on the four acre North Field and possibly the South Field at the Belmont Sports Complex. The Sports Complex North Field is approximately 4 acres in size and currently has one soccer field and one baseball field and the South Field is used for softball. The proposed project would save the City enormous water and maintenance costs while increasing available playable hours by 40%. This project to also include researching use of RDA funds.

Staff Recommendation:

☐ For Priority Consideration
☒ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours	80
Estimated Staff Hours Remaining as of March 2010	80
Estimated Contractor costs	75,000

Milestones:

	City Council	Due Date:	Actual:
M01	Identify funding sources	7/1/2010	
M02	Put into FY2011 Budget	7/1/2010	
M03	P&R Commission Meeting	5/5/2010	
M04	Council approval of Design Contract	3/22/2011	
M05	Design Completion	9/1/2011	
M06	Constuction	1/1/2012	
M07			
M08			
M09			
M10			
M11			

STATUS:

Grant unsuccessful. Staff proposing to proceed with design and will bring to Council in Spring 2011.

Comments:

PROJECT DESCRIPTION

Public Works

Project: Sewer Laterals
Source: Council
Lead: Public Works Director
Team:
Contractor(s):
Description:

Proj. #: DPW
Acct. #:
Type:
Detailed Workplan Required:

Staff Recommendation:
☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

Milestones:

M01
M02
M03
M04
M05
M06
M07
M08
M09
M10
M11

City
Council

**Due
Date:**

**Revised
Date:**

Actual:

STATUS:

Comments:

PROJECT DESCRIPTION

Public Works

Project: Share the Roads Policies
Source: Council
Lead: Public Works Director
Team: Public Works
Contractor(s): _____

Proj. #: PWXX
Acct. #: _____
Type: _____
Detailed Workplan
Required: _____

Description: Research & develop "Share the Roads" policies to facilitate all modes of travel along City Street system. Study and propose "Complete Streets" Objectives for the Updated Circulation/Transportation Element of General Plan.

Staff Recommendation:

- ☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours 300+
Estimated Staff Hours Remaining as of March 2010 _____
Estimated Contractor costs 15K

Milestones:

		City Council	Due Date:	Revised Date:	Actual:
M01	Discuss and Direction from City Council	X	TBD		
M02	Inventory Streets		TBD		
M03	Develop Draft Guidelines		TBD		
M04	Identify potential street system improvements		TBD		
M05	Commission Input on Draft Street Improvements		TBD		
M06	Refine Street System Modifications, Present to Council	X	TBD		
M07	CC Presentation of Final Plan and Approval	X	TBD		
M08	Implement Street Improvements		TBD		

STATUS:

New Project From Council

PROJECT DESCRIPTION

Public Works

Project: Storm & Surface Water Drainage Regulations
Source: Staff
Lead: deMelo
Team: Planning, Public Works, City Attorney
Contractor(s): TBD

Proj. #: PWXX
Acct. #:
Type:
Detailed Workplan
Required: No

Description: Study and propose regulations regarding Storm and Surface Water Drainage

Staff Recommendation:

☐ For Priority Consideration
☐ No Recommendation
☐ Below the Line
☐ Against Study

Estimated Staff Hours
Estimated Contractor costs

100+

Milestones:

M01	Prepare issue paper
M02	City Council direction on options
M03	Prepare draft Zone Text Amendment language
M04	Planning Commission review and recommendation
M05	City Council review and adoption
M06	City Council second reading
M07	Ordinance effective
M08	
M09	
M10	
M11	

City
Council

Due Date: **Actual:**

STATUS:

Comments:

New program - from Staff

Attachment C

Council Priority Calendar Ranking Sheet

PRIORITY CALENDAR STATUS REPORT

Attachment C

Summary List of Priority Projects to Rank

Council Member Name _____

	B	C
	<u>Project Title</u>	<u>Rank Number</u>
1		
2	City Attorney	
3	Prohibition of Distribution of Plastic and Single Use Bags	
4		
5	City Manager	
6	Sustainability Objectives	
7		
8	Community Development	
9	Administrative Conditional Use Permits - Incorporation/Confirmation of 10% of site area landscape requirement	
10	Compilation of Federal, State, Local Preemptions - Prepare a report which documents all Federal, State & Local Reemptions on Zoning regulations	
11	Construction Demolition/Recycling	
12	Cut/Fill Standards - Study and propose revisions to the zoning regulations regarding cut/fill standards	
13	Garage Parking Standards/Reqs & Second Unit Parking - Study and propose revisions to the zoning regulations regarding garage and secondary unit parking	
14	Harbor Industrial Area Annexation - Work with Council Sub-committee and HIA to develop annexation proposal & submit LAFCO annexation application	
15	Historic Preservation - Revise Structures of Historic or Aesthetic Value section and update historic resources inventory	
16	Modification of Wireless Communications Facility Findings - Study and propose revisions to the zoning regulations regarding wireless communications facilities	
17	Ordinance Regulating Large Family Daycare Regulations	
18	Outdoor Water Use Efficiency	
19	Park Property Acquisition/Development - Along ECR - an effort towards greening commercial areas in Belmont	
20	Ralston & ADLP "Scenic Corridors" - Assess opportunity to improve Ralston Ave & Alameda de las Pulgas with landscape/aesthetic improvements	
21	Refinement of San Juan Hills and Western Hills Area Floor Area Transfer Policies - Study and propose revisions to the zoning regulations regarding floor area transfer policies within these areas of the city	
22	Revision of Zoning Ordinance Definitions - Update and expand Definitions Section of Ordinance; Redefine Building Height Options; Revise Slope Calculations for Residential Property Development; and Establish Lot Coverage/Hardscape Limit/Permeable Driveway Surface Regulations	
23	Solar Access Ordinance - Propose revisions to the zoning regulations regarding solar access	
24	Utility Structures in Public/Private ROW's - Establish a policy on architectural design/enhancements for utility structures	

PRIORITY CALENDAR STATUS REPORT

Attachment C

Council Member Name _____

Summary List of Priority Projects to Rank

	B	C
1	<u>Project Title</u>	<u>Rank Number</u>
25	Finance	
26	Community Artway - Landmark Signage and Landscaping Project - City Edges - Installation of Monument signing and landscaping at the entrance to the City on eastbound Ralston east of Christian Dr and on northbound Alameda north of Cranfield Ave	
27	Evaluate Economic Impact of High Speed Rail	
28	Evaluate Employee Compensation Model	
29	Expansion of Finance Commission Charter	
30		
31	Public Works	
32	Creek Restoration - Develop program for restoration of city creeks	
33	Ralston Avenue Street Lighting - Develop program for review and replacement of street lighting standards	
34	Sewer Laterals	
35	Share the Roads Policy - Ralston to Alameda - Do a traffic study (wider sidewalks and roadway signage)	
36	Storm & Surface Water Drainage Utility Regulations	
37		
38	Parks and Recreation	
39	Barrett Community Center Planning	
40	Bocce Ball Court in Twin Pines Park	
41	City Holiday Tree Address issues	
42	Establishment of Limited Hours for Dogs Off-Leash at Barrett	
43	Non-Profit Belmont Parks Foundation - Create a non-profit Belmont Parks Foundation to fundraise and advocate for Parks improvements.	
44	Paper Trails - Identify paper streets and trails and determine which ones could be developed into a public trail system	
45	Park Open Space Master Plan Update - Would include updating the inventory of the parks system, analysis of current demands/trends, identifying completed projects and updating of the action plan	
46	Playground Improvements O'Donnell Park, Barret CC	
47	Replace Bathroom at Alexander Park	
48	San Juan Canyon Open Space Planning	

